Special Circumstance Request



Office of Financial Aid 1301 College Ave., Lee Hall Fredericksburg, VA 22401 Telephone: (540) 654-2468 Fax: (540) 654-1858

The Financial Aid Office requires that certain documents be provided to support you and your parent(s) or (if applicable) you and your spouse's claim of special circumstances. The Financial Aid Office begins the review process with an evaluation of the information that you have submitted on your Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will evaluate the documents you submit along with your FAFSA information to determine if you are eligible for any financial aid adjustments.

Your family situation must meet one of the criteria used by the University of Mary Washington to determine special circumstances. If your family meets a special circumstance requirement in the 2011-2012 award year, your eligibility may be recalculated using expected income from 2011.

The decision reached by the Financial Aid Office is final and cannot be appealed to the U. S. Department of Education.

Student Name:	Student ID #:
Address:	Telephone:
	Date:

PART I: Instructions for Completion

- Complete only the sections that apply to your situation and provide all required documentation.
- Provide all requested signatures. Write student name and student ID number at the top of all documents.
- If additional information is required, you will be notified promptly.

PART II: Explanation of Situation

Please check one box that corresponds to your situation:

SITUATION	DOCUMENTATION REQUIRED
□ Divorce or Separation	-Copy of divorce decree/separation papers or evidence of separate living accommodations (ex. Current utility bills showing separate residenceSigned copy of 2010 Federal Tax Return and W-2's -2011-2012 Verification Worksheet (available at www.umw.edu/financialaid)
☐ Death of parent/spouse thereby reducing income	-Photocopy of death certificate -Signed copy of 2010 Federal Tax Return and W- 2's 2011-2012 Verification Worksheet (available at www.umw.edu/financialaid)
□ Loss of Employment for Student, Spouse or Parent (loss employment must occur 16 weeks prior to request)	-Letter of separation from employer -Copy of last pay stubs from both previous and current jobs if applicable -Copy of unemployment benefits or statement of ineligibility for unemployment benefits -Copy of 2010 Federal Tax Return 2011-2012 Verification Worksheet (available at www.umw.edu/financialaid)

□ Loss of other income	-Statement of benefits (e.g. Social Security benefits) -Letter from parent paying child support or Friend of the Court including stop date and amounts -Other applicable documentation to verify loss of other income -Signed copy of 2010 Federal Tax Return 2011-2012 Verification Worksheet (available at www.umw.edu/financialaid)
☐ Medical expenses (only applies if you filed a	-Signed copy of 2010 Federal 1040 income tax
1040 Schedule A)	return Schedule A
	2011-2012 Verification Worksheet (available at www.umw.edu/financialaid)
□ Disaster or Natural Causes	-Date disability or disaster occurred
	-Proof of disability (medical documentation,
	letter from vocational rehabilitation, etc.) -Copy of current year-to-date pay stubs from all
	jobs held
	-Proof of disability income
	-Verification of a disaster
□ Other	-Provide all supporting documentation

PART III: Explanation of Circumstances and Additional Required Documents

A) Student, Spouse or Parental total loss of untaxed income or benefit for more than 10 consecutive weeks in 2011.

This must be a complete loss of the benefit or income. The untaxed income or benefit must have been from a public or private agency, company, or person because of a court order. Do not include Veterans' educational benefits.

Check only one box that corresponds to your situation and provide the documentation listed <u>whenever applicable</u>.

Loss of unemployment compensation for weeks in 2
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Required documentation of loss of unemployment compensation benefits:

- Signed Copy of 2010 Federal Income Tax Return
- 2011-2012 Dependent or Independent Verification Worksheet (available at www.umw.edu/financialaid);
- 2010 W-2 Forms
- Termination Letter;
- Unemployment insurance benefits Statement;
- Letter from employer evidencing employment status change;
- Projected income earned for current year;
- Statement regarding any anticipated retirement benefits (including social security) for the current year

 \square Loss of Social Security benefits for weeks in 2011

Required documentation of loss of social security benefits:

- Signed 2010 Federal Income Tax Return;
- 2011-2012 Dependent or Independent Verification Worksheet (available at www.umw.edu/financialaid);
- 2010 W-2 Forms
- Date benefits stopped;
- Documentation from agency providing benefits that states when benefits stopped and amount received (if any) in the current year;
- Copies of most recent pay stubs or statements of earnings to date for all 2011 employment of both parents

•	Signed 2010 Federal Income Tax Return; 2011-2012 Dependent or Independent Verification Worksheet (available at
	www.umw.edu/financialaid);
•	2010 W-2 Forms
•	Date disability occurred;
•	Proof of disability (medical documentation, letter from vocational rehabilitation
•	Copy of current year-to-date pay stubs from all jobs held; Proof of disability income; amount of loss
•	Documentation on all other sources of parent income (taxable and non-taxable
·	bocumentation on all other sources of parent income (taxable and non-taxable
	f Welfare benefits for weeks in 2011
Requi	red documentation of loss of welfare:
•	Signed 2010 Federal Income Tax Return;
•	2011-2012 Dependent or Independent Verification Worksheet (available at www.umw.edu/financialaid);
•	Benefit provider's notification to you of loss of benefit
•	Copies of most recent pay stubs or statements of earnings to date for all 2011
	employment of both parents
•	Documentation on all other sources of parent income (taxable and non-taxable
	f Court Ordered Child Support for weeks in 2011
Requi	red documentation of loss of court ordered child support:
•	Signed 2010 Federal Income Tax Return;
•	2011-2012 Dependent or Independent Verification Worksheet (available at
•	www.umw.edu/financialaid); 2010 W-2 Forms
•	Court documents verifying loss and date/conditions of loss
•	Copies of most recent pay stubs or statements of earnings to date for all 2011
_	employment of both parents
•	Documentation on all other sources of parent income (taxable and non-taxable
	nation or cessation of employment for weeks in 2011
	red documentation of termination or cessation of employment:
•	Signed 2010 Federal Income Tax Return
•	2011-2012 Dependent or Independent Verification Worksheet (available at
	www.umw.edu/financialaid);
•	2010 W-2 Forms
•	Employer's notice and/or written documentation of termination/cessation
•	Copy of most recent pay stubs or statement of earnings to date for all 2011
	employment of both parents
•	Notice of application for unemployment compensation and amount received
•	Documentation on all other sources of parent income (taxable and non-taxable)
•	Attending Doctor's statement of disability
•	Notification of Worker's Compensation Documentation of employer disability payments
	Documentation of employer disability navments

Disability or natural disaster; unable to earn money for weeks in 2011 Required documentation of disability or natural disaster:
 Signed 2010 Federal Income Tax Return; 2011-2012 Dependent or Independent Verification Worksheet (available at www.umw.edu/financialaid);
2010 W-2 FormsAttending Doctor's statement of disability
 Documentation of date disability or natural disaster resulted in termination of employment
 Documentation of employer disability payments Notification of Worker's Compensation Documentation of Official Declaration of Natural Disaster
 Copy of most recent pay stubs or statement of earnings to date for all employment for both parents
 Documentation on all other sources of parent income (taxable and non-taxable)
PART V: Personal Statement
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PART VI: Certification Statements and Signatures
I swear under penalty of perjury that all of the information contained in this application is true to the best of my knowledge. I understand that providing false or misleading information in an attempt to obtain

I swea of my federal financial aid can result in a fine of up to \$10,000 and/or incarceration. I understand that failure to provide the required documentation may result in denial of this application.

Student's Signature:	Date:
Mother's Signature:	Date:
Father's Signature:	Date:

(If you are a dependent student, it is required that one parent also sign the form.)

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If your special circumstance is approved and you would like for us to indicate your estimated earnings for this year, please read and sign the following:

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I certify that all of the information provided and corrected on my Student Aid Report is true and complete to the best of my knowledge. If I am asked, I agree to give proof that any information is correct. This proof might include a copy of my U.S. Tax Return filed by my family or me. I understand that if I purposely give false or misleading information on my Student Aid Report, I may be subject to a \$20,000 fine, a prison sentence, or both.

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Please complete the following income chart to reflect actual and projected income for the year 2012.

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FOR FINANCIAL AID OFFICE USE ONLY				
Reviewed by: _			Date:	
Reason:	APPROVED)	DISAPPROVED	
	Current Income	Current Taxes	Adjusted Income for	Adjusted Taxes Paid for PJ
	Guirent meenie	Paid	PJ	Aujustou Tuxos Tura Tor To
Parental Information	\$	\$	\$	\$
Student Information	\$	\$	\$	\$
Spouse Information	\$	\$	\$	\$
Notes:				